

**State of Kansas
Vanpool Program**
(Updated 3/1/2005)

Basic Concepts

Primary Driver/Coordinator: Each vanpool must have a primary driver/coordinator who will be responsible for scheduling the route, driving and maintenance of the vehicle, recruiting passengers, collecting and remitting passenger fares, and for the preparation and filing of the monthly Vanpool Vehicle Daily Log. Personal use of the van is not allowed.

To qualify as a primary driver/coordinator in the vanpool program, you must:

1. Be an employee of the State of Kansas
2. Possess a valid Kansas driver's license
3. Have a safe driving record
4. Historically have experienced a low incidence of job absenteeism or tardiness
5. Work in a job not normally requiring travel or overtime, unless all other vanpool participants are likely to work the same overtime

As a primary driver/coordinator, you must:

1. Operate the van in a safe and prudent manner and report any traffic citations recorded on your driving record
2. Be at the vanpool pickup location at the scheduled time, the vanpool will not wait more than three (3) minutes after the scheduled pickup time before leaving
3. Collect and remit the other passengers' fares to the Div. of Facilities Management (DFM), per K.S.A. 75-46a06 & K.A.R. 1-23-4(b)(2), a primary driver is responsible for remitting the fares collected from passengers by the sixth day of the following month.
4. Maintain accurate mileage and service logs for the vanpool, and submit the Vehicle Daily Log along with any gas and repair receipts.
5. Notify the alternate driver/coordinator of specific dates, in advance whenever possible, when you will be unable to drive the vanpool
6. Provide written notification to DFM at least two (2) weeks in advance to terminate participation in the vanpool
7. Agree to abide by the vanpool statutes and regulations

Alternate Driver: Each vanpool must have one or more alternate drivers to assume the primary driver/coordinator responsibilities in the absence of the primary driver/coordinator. The alternate driver must meet the same requirements as a primary driver/coordinator to qualify as an alternate driver in the vanpool program.

Passenger: As a passenger, you must:

1. Provide written notification to the primary driver/coordinator at least two (2) weeks in advance to terminate participation in the vanpool
2. Pay the monthly passenger fare to the primary driver/coordinator by the fifth (5th) day of the following month
3. Notify the primary driver/coordinator of specific dates, in advance whenever possible, when you will not be riding with the vanpool
4. Be at the vanpool pickup location at the scheduled time, the vanpool will not wait more than three (3) minutes after the scheduled pickup time before leaving
5. Act in a responsible manner while riding with the vanpool
6. Agree to abide by the vanpool statutes and regulations

Passenger Fare: Each vanpool must reimburse the state for all chargeable miles at the vanpool mileage rate. A single check is to be sent to Facilities Management. The vanpool mileage rate includes costs of operation, i.e. gas, oil, repairs, maintenance, insurance. Rates may be recalculated periodically.